

FAMILY COURT SERVICES
76347 Veterans Way Yulee, FL 32097
(904) 548-4908

CHECKLIST FOR:
DISSOLUTION OF MARRIAGE WITH CHILD(REN)

INSTRUCTIONS:

1. Go to www.flcourts.org - **(select)** – Self Help, Family Law Forms for the forms.
 2. **Fully complete** the forms below.
 3. File your **original documents** with the **Civil Department Clerk of Courts 1st floor**. *Filing fee required*
 4. The Clerk's Office will issue the **Summons** (instructions on next page).
 5. **Register for Court Approved Parenting Class** (options on next page)
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.901(b)(1)
 - Petition for Dissolution of Marriage with Dependent Minor Child(ren)
- Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
- Form 12.902(b) or (c)
 - Family Law Financial Affidavit (Short or Long)
- Form 12.902(d)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Form 12.902(j)
 - Notice of Social Security Number
- Form 12.995(a)
 - Parenting Plan
- Proof of Florida Residency
 - (Florida Driver's License/Identification, Voter Registration Card)
- Form 12.915
 - Designation of Current Address and E-mail Address **(one for each party)**
- Marriage Information Sheet (attached)

- Form 12.928 Civil Cover Sheet for Family Court Cases

- CERTIFICATE OF COMPLETION FOR PARENTING CLASS (You will sign up for the class AFTER you file your case) See providers listed below.

HOW TO SERVE THE OTHER PARTY...

Proof of Service using the Nassau County Sheriff's Office Certified Special Process Server

Bring the following forms **COMPLETED** to **Civil Clerk's Office** for a clerk to sign:

- **Form 12.910(a) Personal Summons**
- **Form 12.910(b) Process Service Memorandum**

Once the forms are signed by the clerk, take the following:

- Copies of Filed Forms
- Summons
- Process Service Memorandum
- Service fee to be paid to the certified approved process server.
- Request a copy of the currently approved Certified Process Servers when you file your case.

Proof of Service using Sheriff's Office OUTSIDE of NASSAU County

IF the other party lives outside of Nassau County, **YOU MUST** mail or physically take your copied documents **including** the Summons; to the Sheriff's Office in the city/county/state where the other party lives. You should contact the Sheriff's Office to determine the service fee, number of copies needed, and any other items they may require such as a self-addressed stamped envelope.

YOU WILL BE GIVEN A CASE NUMBER AFTER YOU FILE YOUR DOCUMENTS:
YOU MUST REGISTER FOR ONE OF THE FOLLOWING PARENTING CLASSES:

Certified Parenting Class Per Administrative Order 1993-08

You must visit the Florida Department of Children and Families website
www.myflfamilies.com

You can choose from the local and online providers listed.

The providers listed are approved by the Florida Department of Children and Families to offer the Parent Education and Family Stabilization course in the State of Florida.

The courses are a minimum of 4 hours and are designed to educate, train, and assist divorcing parents in regard to the impact of divorce on parents and children, as required by [Chapter 61.21, F.S.](#)

Dissolution of Marriage Information

Petitioner: _____

Petitioner's Attorney: _____

Petitioner's Attorney's Address: _____

Petitioner Name: _____

Petitioner Address: _____

Petitioner Phone #: _____

Petitioner Date of Birth: _____

Petitioner SSN: _____

Respondent Name: _____

Respondent Address: _____

Respondent Phone #: _____

Respondent Date of Birth: _____

Respondent SSN: _____

County of Marriage: _____

State of Marriage: _____

Date of Marriage: _____

Living Children- Total Number: _____

Children- Under 18 years of age: _____